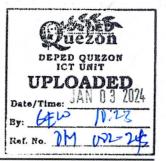


Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE



OFFICE MEMORANDUM OM No. N2, s. 2025

02 January 2025

PERFORMANCE MANAGEMENT (PM) ACTIVITIES FOR FY 2025

To

Assistant Schools Division Superintendents

Division Chiefs

Section and Unit Heads Division PMT Members All others concerned

In line with the implementation of DepEd Order No. 2, s. 2021, the Performance Management Team (PMT) and all SDO Personnel are advised to conduct the scheduled PM activities in the Division Office and their respective sections/offices following the schedule below.

ACTIVITY	TIMELINE	PERSON/RESPONSIBLE	
Performance Planning	December 23 – January 14, 2025	PMT/Section Heads	
Mid-Year Performance Review	July 14-31, 2025	PMT/ Section Heads	
Submission of Mid-Year OPCRF MOVs (TM)	July 7-18, 2025	Section Heads/Program Committee Coordinators	
Monthly Individual Performance Monitoring	Every 1st Week of the Month	Section Heads/ Division Personnel	
Year End Review	December 2 – 19, 2025	PMT/ Section Heads	
Submission of Year-End OPCRF MOVs (TM)	December 18 – 29, 2025	Section Heads/ Program Committee Coordinators	
Uploading of Performance Monitoring and Coaching Form	January 5-15, 2026	Section Heads	
Validation of MOVs, calibration, submission and approval of IPCRF/OPCRF Development Plan and Minutes of the Meeting	January 5-23, 2026	PMT/ Section Heads	

Functional Divisions and Section Heads are advised to file properly all the PM documents (scanned and hardcopy) ensuring that all outputs in every PM activities are scanned and uploaded thru the following link below.

DEPEDQUEZON-TM-SDS-04-010-005

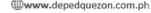


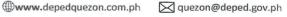














Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

OUTPUT	FILE NAME	LINK TO UPLOAD SCANNED FILE	FILE TYPE
OPCRF	OPCRF_YEAR_DIVISION *For SGOD and CID Chiefs and SDS Only	http://tinyurl.com/PM- OPCRF-QUEZON	PDF
OPCRF MOVs (TM)	Please see the attached OSDS OPCRF MOVs assignment per kra and objective	http://tinyurl.com/PM- OPCRF-MOVs	PDF
IPCRF	IPCRF_DIVISION_SECTION_L AST NAME_FIRST NAME_MIDDLE NAME	http://tinyurl.com/PM- IPCRF	PDF
IPCRF Summary with Date of Submission and Calibration	IPCRF_SUMARY_YEAR_DIVISI ON_SECTION	http://tinyurl.com/PM- SUMMARY-IPCRF-RATING	PDF
IPCRF Summary in Excel File	*To be encoded by Section-in- charge of Performance Management	http://tinyurl.com/PM- IPCRF-EXCEL-SUMMARY	Google Sheet
Coaching Form (OLD)	COACHING_YEAR_DIVISION_ SECTION_LAST NAME_FIRST NAME_MIDDLE NAME	http://tinyurl.com/PM- COACHING-OLD-FORM	PDF
Monitoring Tool (OLD)	MONITORING_YEAR_DIVISIO N_SECTION_LAST NAME_FIRST NAME_MIDDLE NAME	http://tinyurl.com/PM- MONITORING-OLD-FORM	PDF
Performance Monitoring and Coaching Form – PMCF (NEW)	PMCF_YEAR_DIVISION_SECTI ON_LAST NAME_FIRST NAME_MIDDLE NAME	http://tinyurl.com/PM- PMCF	PDF
Minutes of Meeting (Planning, Mid- Year Review, Year-End Review)	MINUTES_YEAR_DIVISION_S ECTION_ACTIVITY_DATE Activity: (1)Planning (2)Mid-Year (3)Year-End	http://tinyurl.com/PM- MINUTES-OF-MEETING	PDF
	Sample: MINUTES_2025_OSDS_RECO RDS_PLANNING_JANUARY 12,2025		
Individual Development Plan	DEVELOPMENT_PLAN_ YEAR_DIVISION_SECTION	http://tinyurl.com/PM- DEV-PLANS	PDF

















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

(Consolidated /		
Summarized)		
Table of MFO	http://tinyurl.com/PM-	Google
	TABLE-MFO	Sheets
Table of Success	http://tinyurl.com/PM-	Google
Indicator	TABLE-SUCCESS-	Sheets
	INDICATOR	

Expenses relative to the conduct of PM activities shall be charged against local fund subject to the usual accounting and auditing rules and regulations.

Strict compliance with this Memorandum is desired.

Bautista, ceso,v Schools Division Superintendent

parmjdf01/02/2025

















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

OSDS OPCRF MOVS ASSIGNMENT per KRA and Objective

KRA	Objective	Outputs/MOVs	In-Charge
Curriculum Implementation	1. To ensure effective management and implementation of curriculum in the	Report on schools that implemented and followed quality teaching and learning standards	CID
	SDO in compliance to quality standards	Report on the curriculum support programs, projects, and activities implemented	CID
		Developed localized curricula per learning area	CID
		M&E results analysis utilized with policy recommendations to improve curriculum implementation	CID
Curriculum Implementation	2. To ensure effective management and/or implementation of learning	Report on the schools and CLCs with improved learning assessment outcomes per learning area per quarter	CID
	assessments in schools and learning centers for better learning outcomes	Report on the number of schools and CLCs with improved learning assessment outcomes per learning area per quarter	CID
Curriculum Implementation	3. To manage the implementation of policies, guidelines,	Inventory of developed and/or contextualized learning resources	CID
	and standards, in the development and/or	Report on the number of schools and learning centers that can access	CID

DEPEDQUEZON-TM-SDS-04-010-005

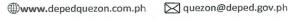
















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
	contextualization of learning resources	and/or utilized learning resources	
Support to school governance and operations	1. To establish a mechanism for effective implementation of PPAs in the SDO	Implementing guidelines on the implementation of PPAs with report on SDO units adapting the established mechanism	SGOD
		Accomplished M&E tools for PAPs implementation	SGOD – SMME
		Approved PIRPA Reports	SGOD - SMME
Support to school governance and operations	2. To translate the National Education Development Plan and Regional Basic Education Plan (RBEP), and framework to operational plan that is aligned to the context and situation of the SDO	Copy of signed and approved DEDP	SGOD - PAR
Support to school governance and operations	3. To provide strategic directions on support for school management and operations	Approved OPCRF, DEDP/SIP/AIP	SGOD - PAR
Support to school governance and operations	4. To ensure the operationalization of	Approved training proposals/resource package based on LDNA reports	SGOD - HRTD

DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
	the L&D Systems in the SDO.	Implemented programs on rewards and incentives for service excellence	SGOD - HRTD
SDO Management - Administrative	1. To properly and promptly provide personnel action and compensation.	Report on the number of personnel qualified for application/implementation of ERF, step increment, loyalty award, etc. promptly identified (through Personnel Data System)	Admin – Personnel
		Report on the number of personnel who are regularly and promptly provided with compensation (duly signed payrolls)	Admin - Personnel
		Report on the users of e- feedback facility in all offices and results/listings of feedback gathered	Admin
		Report on the number of approved appointments and deployments, other PA evaluated and recommended personnel actions	Admin - Personnel
		Report on the number of vacant items that are filled up (with increment)	Admin - Personnel
SDO Management - Administrative	2. To establish and maintain an	Printed and electronic copies of records	Admin - Records
	updated, accurate, well-planned, and coordinated system for records	Encoded data in a stand- alone computer junket to all systems	Admin - Records

DEPEDQUEZON-TM-SDS-04-010-005



















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
	management and general services.	Functional Records Management System e.g. document tracking system	Admin - Records
		Data Information systems with the prescribed format and properly signed by authorized officials	Admin - Records
SDO Management - Administrative	3. To provide SDO units, schools, and learning centers	Updated Inventory of Division Assets	Admin - Supply
	with necessary supplies, materials, and equipment procured by DepEd.	Report on the schools and learning centers with updated inventory of supplies, materials, and equipment	Admin - Supply
		Report on the schools and learning centers provided with necessary supplies, materials, and equipment	Admin - Supply
SDO Management - Administrative	4. To ensure compliance with procurement laws/guidelines.	Approved documents compliant with the specifications: (PPMP, RFQ, NOA, Contract, and NTP) – one set per PPAs	Admin - Procurement
		List of procurement transactions that are completely supported by the required procurement documents	Admin - Procurement
SDO Management - Financial Management	1. To provide economical, efficient, and effective financial management	Complete financial management records submitted and acknowledged by receiving GAs	Budget and Accounting

DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
	services to ensure	Budgetary and Financial	Budget and
	the cost-effective utilization of	Reports	Accounting
	financial resources	Financial Management	Budget and
	of the division and	Process Flow	Accounting
	schools	Report on financial issues	Budget and
	schools	and concerns	Accounting
		Report on fund utilization	Budget and
		submitted regularly	Accounting
		Liquidation Reports of Schools and LCs	Accounting
		Monitoring and Evaluation	Budget and
		Reports	Accounting
		Payroll/Disbursement	Budget and
		Vouchers	Accounting
		Financial Accountability	Budget and
		Reports (FARs)	Accounting
		Liquidation Reports of	Accounting
		Schools and Learning	
		Centers	
SDO Management	1. To provide legal	List/copy of legal	Legal
- Legal Services	advice and opinion	advice/opinions/decisions	
	to the SDS, ASDS,	provided	
	and other officials		
	of the Division in		
	relation to the		
	performance of their functions		
	5. To prepare and	List of MOAs and legal	Legal
	review contracts,	instruments reviewed	

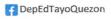
DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
SDO Management - Legal Services	Memorandum of Agreements (MOA) and instruments to	within the target date vs. incoming requests	
	which the Division or any of its offices and schools is a party and interprets the provisions therein	Copy of signed/approved Memorandum of Agreements (MOAs)	Legal
SDO Management – Legal Services	6. To conduct investigations of complaints against teaching personnel as may be delegated by the Regional Office (RO)	List of investigations conducted versus number of complaints as delegated	Legal
SDO Management - Legal Services	7. To represent the SDO in court cases, when deputized by the Office of the Solicitor General (OSG)	Reports or list of legal representation/appearances (if applicable)	Legal
SDO Management - Legal Services	8. To continuously improve the services of the Legal unit	Report or list of E- Certifications validated and issued/released online	Legal
	of the began unit	Report on documents acted upon within the allowable time	Legal
		List of office processes introduced to improve legal services	Legal
	1. To manage and maintain	Approved Maintenance and Monitoring Plan	ICT

DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
SDO Management – ICT Systems Management	the Information and Communication Technology (ICT) Systems and Infrastructure of the Division to effectively support operations.	M&E Reports	ICT
SDO Management – ICT Systems Management	2. To manage and implement ICT programs and projects in the Division to ensure data validity and effective utilization of the systems.	ICT plans and narrative reports signed List of or reports on school and earning resources and the LRMS	ICT CID- LRMDS/ICT
SDO Management – ICT Systems Management	3. To provide technical support in the management of Learning Resource Management System (LRMS)	Reports on the utilization of/access to learning resources and the LRMS	CID- LRMDS/ICT
SDO Management – ICT Systems Management	4. To coordinate with Central Office and other ICT Units across levels regarding the implementation of national ICT and ICT-related programs.	Report on all ICT related activities Accomplished requests for technical/repair assistance form	ICT

DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
Office Administration and Performance Management	1. To establish and maintain systems and processes geared towards administrative effectiveness and	Operations Manual and Citizen Charter reflecting the Streamlined Processes/Services and Procedures	Risk Management Team
	efficiencies	Operational document tracking system	ICT
	2. To manage the	SDO Calendar and Targets	Planning Team
	implementation of the Program Implementation Review and Performance Assessment (PIRPA) at the division level MOVs: Synchronized Calendar of Activities	PIRPA Reports	All Functional Divisions (OSDS, CID, SGOD)
	3. To promote a culture of excellence,	Documentation of recognition initiatives conducted	SGOD - HRTD
innovation and collaboration		CCSS rating received	Risk Management Team
		Customers' feedback report	Risk Management Team
	4. To manage the timely and accurate release of information, and	Copy of developed IEC Materials/FAQs	ICT/ DIO/ All Sections with IEC

DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

KRA	Objective	Outputs/MOVs	In-Charge
	communication materials		
	5. To conduct periodic monitoring and evaluation of office/staff performance for the provision of relevant learning and development programs	IPCRF/OPCRF	Performance Management Team
		List of PPAs and corresponding number of capacitated staff	SGOD – HRTD/smme in collaboration with All Section Heads
		Reports on performance coaching conducted	Performance Management Team/ Section Heads
	Training completion/terminal Reports	SGOD – HRTD in collaboration with All Section Heads	
	Reports on Performance Review conducted	Performance Management Team/ Section Heads	



















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

PM Document Checklist

Division/Section:

Documents	Hardcopies	Scanned Copy
Performance Planning		
2019		
1. OPCRF/IPCRF without score		
2. Minutes of Meeting		
2020		
 OPCRF/IPCRF without score 		
2. Minutes of Meeting		
2021		
 OPCRF/IPCRF without score 		
2. Minutes of Meeting	4	
2022		
1. OPCRF/IPCRF without score (New		
Template)		
2. Minutes of Meeting		
2023		
 OPCRF/IPCRF without score (New 		
Template)		
2. Minutes of Meeting		
2024		
1. OPCRF/IPCRF without score (New		
Template)		

DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

ocuments	Hardcopies	Scanned Copy
2. Minutes of Meeting		
2025		
 OPCRF/IPCRF without score (New 		
Template)		
2. Minutes of Meeting		
erformance Coaching and Monitoring		
2019		
1. PM Monitoring Tool		
2. Coaching Form		
2020		
1. PM Monitoring Tool		
2. Coaching Form		
2021		
1. PM Monitoring Tool		
2. Coaching Form		
2022		
Performance Monitoring and		
Coaching Form - PMCF (New		
Template)		
2023		
Performance Monitoring and		
Coaching Form - PMCF (New		
Template)		
2024		
1. Performance Monitoring and		
Coaching Form - PMCF (New		
Template)		
2025		
Performance Monitoring and		
Coaching Form - PMCF (New		
Template)		
erformance Review and Evaluation		
2019		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date		
of Submission and Calibration		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review PEDQUEZON-TM-SDS-04-010-005		

















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Documents	Hardcopies	Scanned Copy
3. Summary of IPCRF Score with Date		
of Submission and Calibration		
2021		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date		
of Submission and Calibration		
2022		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of		
Submission and Calibration		
2023		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of		
Submission and Calibration		
2024		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of		
Submission and Calibration		
2025		
1. OPCRF/IPCRF with score		
2. Minutes of Meeting		
2.1 Mid-Year Review		
2.2 Year-End Review		
3. Summary of IPCRF Score with Date of		
Submission and Calibration		
erformance Rewarding and Development		
lanning		
2019		
1. Individual Development Plan		
(Consolidated/Summarized)		
2020		

DEPEDQUEZON-TM-SDS-04-010-005

















Department of Education

Region IV-A SCHOOLS DIVISION OF QUEZON PROVINCE

Documents	Hardcopies	Scanned Copy
2. Individual Development Plan		
(Consolidated/Summarized)		
2021		
3. Individual Development Plan		
(Consolidated/Summarized)		
2022		
4. Individual Development Plan		
(Consolidated/Summarized)		
2023		
5. Individual Development Plan		
(Consolidated/Summarized)		
2024		
6. Individual Development Plan		
(Consolidated/Summarized)		
2025		
6. Individual Development Plan		
(Consolidated/Summarized)		















